Video Products

```
┌─────────────────────────────────────────────┐
│      Project team agrees to produce document │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│  Team consults with Health Communications team│
│  and Chuck Urban to discuss concept, share    │
│  ideas, and explore possibilities             │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│  Lead author prepares electronic Topic Concept│
│  Memo/Approval; forwards to branch secretary  │
│  (POA)                                        │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│  Branch sec'y (POA) enters in Lab Research and│
│  Admin database; enters record number on Topic│
│  Concept Memo/Approval form and forwards      │
│  electronically to Section Chief              │
└─────────────────────────────────────────────┘
                      │
                      ▼
```

Section Chief reviews Topic Concept Memo/Approval for: 1) work substantially complete; 2) media/forum appropriate; 3) approval form complete; approves or disapproves request → Disapproved - Returns to author with feedback

Approved - forwards electronically to Branch Chief

Branch Chief reviews Topic Concept Memo/Approval and approves/disapproves → Disapproved - Returns to Section Chief with feedback

Approved – forwards electronically to Lab OD - Deputy Director's Secretary

Lab OD reviews Topic Concept Memo/Approval and approves/disapproves request → Disapproved - Returns to Branch Chief with feedback

Approved

Lab OD forwards Topic Concept Memo electronically to Assoc. Director for Mining and Construction

Assoc. Director for Mining and Construction reviews Topic Concept Memo → Disapproved - Returns to Lab OD with feedback

Approved

Assoc. Director for Mining and Construction forwards Topic Concept Memo to Lab OD

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                    │
                    ▼
┌─────────────────────────────────┐
│ Lab Director presents Topic Concept │
│   Memo to NIOSH Lead Team        │
└─────────────────────────────────┘
                    │
                    ▼
┌┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┐
┊    Approved by NIOSH Lead Team   ┊
└┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┘
                    │
                    ▼
┌─────────────────────────────────┐  YES  ┌─────────────────────────┐
│  Does content require collaboration │ ────► │ Author meets with outside │
│  with MSHA, manufacturers, or other │       │ groups to discuss concept │
│      outside groups?             │       │ and solicit ideas and input│
└─────────────────────────────────┘       │        on content         │
                    │                      └─────────────────────────┘
                   NO
                    ▼
┌─────────────────────────────────┐
│ Author consults with Health         │
│ Communications team and Chuck Urban │ ◄─────────────┘
│ for developing storyboard, script,  │
│ outline of printed materials,       │
│ packaging, and identifying video    │
│ segments                            │
└─────────────────────────────────┘
```

Lab Director presents Topic Concept Memo to NIOSH Lead Team

Approved by NIOSH Lead Team

Does content require collaboration with MSHA, manufacturers, or other outside groups?

YES → Author meets with outside groups to discuss concept and solicit ideas and input on content

NO

Author consults with Health Communications team and Chuck Urban for developing storyboard, script, outline of printed materials, packaging, and identifying video segments

Author presents draft storyboard, script, outline of printed materials, and identified video segments to Section Chief and Branch Chief; Section Chief and Branch Chief recommend changes to content as needed

Author presents revised draft storyboard, script, outline of printed materials, and identified video segments to Lab OD, Assoc. Director for Mining and Construction, and Assoc. Director for Health Communications via Envision; Lab OD, Assoc. Director for Mining and Construction, and Assoc. Director for Health Communications recommend changes to content as needed

Lab Assoc. Director for Science coordinates sending out draft storyboard, script, printed materials outline, and identified video segments for review

Author reconciles **all** reviewer comments & writes letters to reviewers addressing their comments

Author, health communications team, and Chuck Urban work together to develop video, printed materials, and packaging

Reviewers determined at time Topic Concept Memo is written. **Must** have minimum of 2 external and 1 internal reviewer; statistical reviewer if data presented; MSHA reviewer if content may have impact on current or pending regulations; external NIOSH reviewer if potential impact on other NIOSH projects

Author prepares *Video Product Package* (Publication/Presentation Clearance Form CDC 0.576, storyboard, script, outline of printed materials, printed materials, video, and packaging

Section Chief reviews final *Video Product Package* (video, packaging, and printed materials) to ensure **all** reviewer comments have been addressed

Approved

Branch Chief reviews *Video Product Package*

Approved

Branch Chief - forwards *Video Product Package* to Technical Writer/Editor for editing of printed materials

Lab OD reviews *Video Product Package* to ensure all reviewer comments have been addressed*;* generates **OD Transmittal Form**

Approved

Assoc. Director for Mining and Construction reviews package for technical content and policy

Approved

Assoc. Director for Mining and Construction forwards package to Assoc. Director for Health Communications

Package includes OD Transmittal Form, printed materials, video, packaging, review forms and reviewer comments, and author responses

Assoc. Director for Health Communications reviews package

Approved

Complete video package finalized and prepared for production

Publication information entered into NIOSHTIC2 database

Send video and documentation to Mining Web Coordinator for web posting